

Chester County Emergency Rental Assistance Program

Applicant Checklist

This checklist is to help prepare applicants for submissions to the Chester County Emergency Rental Assistance Program. Please contact 211 for intake and referral before organizing the required documents listed below. Applicants are encouraged to keep track of their application records including provider contact information and date(s).

Applicant Information

Household income Household size

Landlord/Property Owner Information

Name Phone Email
 Monthly rent Total amount of rent owed Dates owed

Utility Provider Information (skip any that are not applicable)

<input type="checkbox"/> Gas & Electric (if combined)	Amount owed	Dates owed
<input type="checkbox"/> Electric	Amount owed	Dates owed
<input type="checkbox"/> Gas	Amount owed	Dates owed
<input type="checkbox"/> Heating oil / propane	Amount owed	Dates owed
<input type="checkbox"/> Water	Amount owed	Dates owed
<input type="checkbox"/> Sewer	Amount owed	Dates owed
<input type="checkbox"/> Trash	Amount owed	Dates owed

Required Documents

Rental Information

- Copy of lease
- Landlord/Tenant Certification form (attached)

Utility Information

- Copy of utility bills showing proof of past due balances

Economic Hardship Related to COVID-19 (one of the following)

- Proof of Unemployment Compensation/Pandemic Unemployment Assistance
- Proof of reduced income due to COVID-19
- Proof of incurred significant costs or other related hardship due to COVID-19

Documentation of Risk of Homelessness or Housing Instability (one of the following)

- Eviction or past due rent notice
- Utility shut-off notice

Proof of Income for All Household Members (one of the following)

- Tax filings (i.e. 1040 form)
- W-2 forms
- Paystubs or other wage statements
- Bank statements demonstrating regular income (may require additional supporting documentation)
- Written attestation from employer stating income

Eligible applicants must be at or below 80% of area median income for Chester County:

MEDIAN FAMILY INCOME / LOW-INCOME GUIDELINES - FY 2020									
# OF PERSONS	1	2	3	4	5	6	7	8	
Median: 4 Person=\$96,600									
80%	\$54,150	\$61,850	\$69,600	\$77,300	\$83,500	\$89,700	\$95,900	\$102,050	